



**City of
Norfolk**

DEPARTMENT OF PLANNING

Room 508 – City Hall Building

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

Instructions for filing a Board of Zoning Appeals Application

Application must be **typed or printed** and filled out completely. Incomplete application will delay the filing process. A filing fee of **\$100.00 must accompany the application.** The **original** and **one copy** of the application must be submitted along with **two copies** of the Survey. The Survey **must be drawn to scale** to show the size and dimensions of the lot, all existing structures, all proposed structures, to include curb cuts, off-street parking, loading facilities, screening, and buffering. Surveys must be page size (8½ x11) only. You must also provide **two copies** of all supporting documents that are filed with the application. **ALL DOCUMENTS submitted with application become the property of the Board and will not be returned.**

1. List the address of the property as shown on the real estate assessment plate.
2. List the full name of the property owner.
3. Check the applicable item for this application.
4. List all lot numbers associated with the application, the block number, the lot size of each lot if more than one subdivision, and the present zoning of the land (i.e., C-2 – Corridor Commercial District).
5. List the present use of the property, the number of structures on the property and type (i.e., single family residence, duplex residence, garage, two story office building, etc.), and any improvements to the land.
6. List in detail what you intend to use the property for if the appeal is granted and what effect, if any, this will have on the surrounding property.
7. State the reason(s) this appeal should be granted. Additional sheets may be attached if necessary.

Note: Members of the Board are appointed by the Circuit Court and are empowered to grant appeals **only if** the following conditions are found to exist:

- (a) That the strict application of the ordinance would produce undue hardship that would effectively prohibit or unreasonably restrict the utilization of the property when a property owner can show that the property was acquired in good faith and

where by reason of the exceptional narrowness; shallowness; size or shape of a specific piece of property at the time of the effective date of the ordinance; or where by reason of exceptional topographic conditions or other extraordinary situation or condition of such piece of property, or of the condition situation or development of property immediately adjacent thereto, would produce undue hardship. The Board **is not** empowered to grant appeals sought by an applicant for **SPECIAL PRIVILEGES OR CONVENIENCE**.

- (b) Property is found to be divided by zoning district boundary lines.
 - (c) Error or interpretation of the Zoning Ordinance by the Zoning Administrator.
 - (d) Uncertainty as to the exact location of zoning district boundaries.
8. If an appeal has been filed for this property within the last year, list the date last filed.
 9. If the property is under legal action or pending legal action, list the type of action pending, i.e., violation notice for non compliance with construction code regulations; non compliance with zoning regulations; court order related to the specific property under appeal; etc.
 10. Property owner must sign and date application, provide a current mailing address, and provide a daytime telephone number where you may be contacted.
 11. If the property owner elects representation before the Board by another party, this section must be completed.

Note: Property listed on this application will be photographed by this Department prior to the hearing date.

The Board of Zoning Appeals convenes at 10:00 am on the third Thursday of each month. Compete package (completed application, filing fee, site plan, copies and any attachments) must be submitted to this office no later that 5:00 p.m. on the third Thursday of each month in order to be placed on the docket for the next month hearing.

BOARD OF ZONING APPEALS PUBLIC HEARING

FILING DEADLINE

December 19, 2002
January 16, 2003
February 20, 2003
March 20, 2003
April 17, 2003
May 15, 2003
June 19, 2003
July 17, 2003
August 21, 2003

September 18, 2003
October 16, 2003
November 20, 2003
December 18, 2003

HEARING DATE

January 16, 2003

February 20, 2003
March 20, 2003
April 17, 2003
May 15, 2003
June 19, 2003
July 17, 2003
August 21, 2003
September 18, 2003
October 16, 2003
November 20, 2003
December 18, 2003
January 15, 2004

Revised, January 2003